



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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CJCSI 5711.02  
23 October 1998

## DELEGATION OF APPROVAL AUTHORITY

Reference: CJCSI 5711.01, 12 July 1993, "Policy on Action Processing"

1. Purpose. This instruction establishes policy on delegating authority to provide the final determination of actions specified in this instruction.
2. Applicability. This instruction applies to the directors and vice directors of Joint Staff directorates.
3. Policy. J directors, vice directors and general/flag officers delegated such authority may provide final Joint Staff determination and approval on specific issues to commands and other activities in accordance with the criteria established in this instruction.
4. Responsibilities. J directors and vice directors are responsible for adhering to the guidelines established in this instruction. Issues not covered by this instruction will be forwarded to the Director, Joint Staff, for final determination.
5. Effective Date. This instruction is effective upon receipt.
6. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Doctrine Home

Page--<http://www.dtic.mil/doctrine/jel/cjcsd.htm>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

For the Chairman of the Joint Chiefs of Staff:



DENNIS C. BLAIR  
Vice Admiral, U.S. Navy  
Director, Joint Staff

Enclosures:

- A - Basic Criteria for Providing Final Determination of Actions in the  
Name of the Chairman of the Joint Chiefs of Staff
- B - Types of Actions that Receive Final Determination by The Joint  
Staff
- C - J-6 Issues of Delegated Authority with Specific Criteria

ENCLOSURE A

BASIC CRITERIA FOR PROVIDING FINAL DETERMINATION ON  
ACTIONS

1. General/Flag Officers Delegated Authority To Provide Final Determination. Officers occupying the following positions, vice directors, or those general/flag officers designated to act for them, may make final determination on Joint Staff actions within their assigned areas of responsibility for issues specified in this instruction.

Director for Manpower and Personnel, Joint Staff, J-1  
Director for Intelligence, Joint Staff, J-2  
Director for Operations, Joint Staff, J-3  
Director for Logistics, Joint Staff, J-4  
Director for Strategic Plans and Policy, Joint Staff, J-5  
Director for Command, Control, Communications, and  
Computer Systems, Joint Staff, J-6  
Director for Operational Plans and Interoperability, Joint Staff, J-7  
Director for Force Structure, Resources, and Assessment,  
Joint Staff, J-8  
Director of Management, DOM

As an exception, the Director, J-1, may designate an officer of O-6 level to act in his/her absence.

2. Basic Criteria. To provide final determination, actions must meet the following criteria:

- a. Be noncontroversial, routine, or administrative in nature.
- b. Have limited military equities.
- c. Reflect clearly established CJCS doctrine or policy.
- d. Contain no major policy implications. If the action contains major policy implications, it will reflect guidance previously cleared by Chairman, Vice Chairman, or Assistant to the Chairman of the Joint Chiefs of Staff or the Director or Vice Director, Joint Staff, or be cleared by one of the foregoing officers.

e. Involve no incremental changes that could ultimately result in a policy change.

f. Be within the J director's expertise.

3. Coordination Requirements. Joint Staff officers authorized to provide final determination on issues will:

a. Ensure the action is coordinated with activities, such as the CINCs, Services, OSD, interagency offices, J-directorates, and OCJCS (Legal Counsel), having equities in the issue.

b. Coordinate below Assistant Secretary of Defense (ASD) level and at a comparable level with other Government offices and agencies, or at a higher level, if circumstances dictate.

4. Implementing Procedures

a. After the individual authorized to provide final determination ensures all requirements of the policy stated in this directive have been fulfilled, that person may, without reference to higher authority:

(1) Release messages.

(2) Transmit memorandums or letters.

(3) Sign or approve recommendations on the Joint Staff Form 136.

b. Address implementing documents below the ASD level and at a comparable level with other Government offices and agencies. If circumstances dictate that correspondence should be addressed at a higher level, the Director, Joint Staff, will be so advised.

5. Authority Limitations. Under the provisions of this instruction, Joint Staff officers will not:

a. Nonconcur or deny requests to the Chairman from CINC or heads of Defense agencies. If the nonconcurrence cannot be resolved at the directorate level, the action will be forwarded to the Director, Joint Staff, for resolution.

b. Communicate with the Congress, General Accounting Office, or Office of Management and Budget.

c. Communicate directly with the Secretary or Deputy Secretary of Defense.

d. Issue planning, alert, warning, execute, or deployment orders to the CINCs.

e. Change, modify, or rescind a Secretary of Defense order or decision.

f. Endorse or forward communications from the CINCs to the President or the Secretary of Defense or from the President or the Secretary of Defense to a CINC.

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ENCLOSURE B

TYPES OF ACTIONS THAT RECEIVE FINAL DETERMINATION BY THE  
JOINT STAFF

Consistent with the provisions cited in Enclosure A, authority to provide final determination of an action may be applied when addressing the following types of actions:

- a. DOS arms control cables.
- b. DOS cables requesting embassy coordination with host government on upcoming operations.
- c. Routine reports and requests for information to interagency or solely OSD. (J directors can either forward these items to DJS for approval/signature or provide a copy to DJS when approved/signed by the J director.)
- d. Final coordination during interagency preliminary meeting.
- e. OSD correspondence on studies.
- f. Final coordination on the Phased Threat Distribution from CINCs to OSD for the Capabilities-Based Munitions Requirements Process.
- g. Guidance to USDELS on routine matters.
- h. Approval of UNSCOM participants.
- i. Preliminary decisions in response to the Defense Security Cooperation Agency on security assistance requests.
- j. Routine correspondence from public, outside agencies, and CINCs.
- k. Coordination on reports or actions from outside Joint Staff.
- l. Coordination packages to verify accuracy of information, such as the OSD Conventional Munitions Master Plan.
- m. Repetitive actions.

- n. Treaty guidance.
- o. Response to attend meetings and conferences.
- p. Response to veterans/public asking for information or assistance from CJCS on Service-related issues or actions.
- q. Review of papers prepared by war college students.
- r. Capital Fund Policy Board issues.
- s. Normal Joint Warfighting Center requests for Service information.
- t. Study programs that have already been approved for a J director's approval.



ENCLOSURE C

J-6 ISSUES OF DELEGATED AUTHORITY WITH SPECIFIC CRITERIA

The Director or Vice Director, J-6, will provide the final determination on the following issues in accordance with the criteria in Enclosure A and as specified below:

- a. Reviewing and approving MILSATCOM-user connectivity requirements, if all CINCs and Services concur in the J-6 requirements/recommendations or nonconcurrences are resolved by the J-6, and no changes in policy are introduced.
- b. Approving initial positioning and repositioning of all MILSATCOM satellites, if all CINCs and Services concur in the J-6 proposed validation message or nonconcurrences are resolved by the J-6.
- c. Approving the allocation for location and use of fixed and transportable DOD military earth terminals, if all CINCs, Services, and DISA concur in the J-6 proposed allocation or nonconcurrences are resolved by the J-6.
- d. Representing the Chairman on the Consolidated Launch Schedule Review Board to provide the recommended launch orders. Orders must be consistent with the guidance provided by OSD and all CINCs and Services concur or nonconcurrences are resolved by the J-6.

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